

10 April 1959

MEMORANDUM FOR THE RECORD

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On Thursday, 9 April, Mr. [] and I visited the Civil Service Commission to discuss the Vital Materials Program in Civil Service ~~Commission~~ with Mr. William Kerlin.

Mr. Kerlin provided us a list of 18 types of records that are stored at their relocation site. A copy of this list, compiled in October of 1958 is attached.

In addition to information provided by this list, I would like to add the following comments:

1. The U. S. mail system is used to transfer non-bulky materials to their Repository. When feasible, some deposits are hand carried by a member of the CSC when making a trip to the site. Heavy or large deposits are transferred by truck.
2. Their relocation site is located on a college campus with the Dean of Men and the Business Administrator responsible for maintaining the files.
3. CSC does not deposit tab cards, consequently, they do not have tab machine equipment. They do have some microfilm reels on deposit and do have conventional type readers.
4. Due to the volume of investigative files being transferred, they have had to obtain additional space in the local post office.
5. Although all individual retirement record cards for all active employees are filmed annually, they do not provide coverage for separated employees.
6. Mr. Kerlin showed us a copy of their Handbook on Emergency Operations which appeared to be a very useful reference for emergency operation.
7. When asked how complete the "Executive Reserve" listing, identified in item 12 was, Mr. Kerling stated that this list included all agencies executive reserve.

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